

Posting Title : PUBLIC INFORMATION OFFICER, P3
Job Code Title : PUBLIC INFORMATION OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Duty Station : NAQOURA
Posting Period : 8 April 2022 - 14 April 2022
Job Opening number : 22-PUB-UNIFIL-177782-J-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located within the United Nations Interim Force in Lebanon (UNIFIL), based in UNIFIL Headquarters in Naqoura, South Lebanon. The Public Information Officer will report to the Chief Strategic Communications and Public Information or his/her designate.

Responsibilities

Within delegated authority and under the supervision of the Chief SCPI, the Public Information Officer will be responsible for the following duties

- Prepares or coordinates the development of communications products and content across multiple platforms ensuring accurate and consistent messaging, branding, and alignment with the communications strategy.
- Prepares or coordinates the preparation of a diverse range of communication products in support of unit priorities and works closely with departments, funds, and agencies to develop ways to implement campaigns system-wide and to incorporate the campaign message and themes into all relevant events and products.
- Drafts and edits material for press releases, key messages, Q&As, talking points, UN newsletters reports and books.
- Writes human interest stories and produces digital content for the mission's social media platforms.
- Implements communications strategies and activities:
- Responsible for participating in the development and implementation of a strategy for media

relations, publications, web and digital media including social media, community outreach and/or radio products with the objective of promoting awareness, understanding, support and respect for the Mission's work and support for UN Peacekeeping or Special Political mandate and priorities.

- Prepares reports to Mission leadership, UNHQ on communications activities, developments, trends, and attitudes regarding the UN; and coordinates and shares public information activities and guidance with other sections of the Public Information Unit and leadership when appropriate.
- Provides communication support to managers, senior officers and other public information staff on a range of public affairs issues, methods, and approaches.
- Analysis of media monitoring statistics, social media and web usage and adapts editorial and outreach priorities accordingly.

- Engages with media and strengthens partnerships.
- Prepares material for press briefings and interviews; drafts press statements and press releases as necessary; establishes and maintains a cooperative relationship with local and international journalists.
- Sets up regular system of media guidance and monitoring and develops contact list of journalists and media outlets covering all media - print, TV, radio, social media, web, photo etc. - and a successful process of communicating and maintaining regular contact and close collaboration with the media.
- Arranges interviews and/or background briefings with senior mission officials and facilitates the daily work of journalists covering the Mission.
- Assists in responding in a timely fashion to disinformation that could impact negatively on the public perception of the Mission and/or the Mission's leadership, etc.
Keeps abreast of changing developments, trends, and technologies with strong understanding of social media.

- Builds communication capacity and team management
- Manages the day-to-day operation of the unit including participating in coordination of substantive and administrative activities of the unit, interpreting and disseminating policy, providing procedural advice, improving reporting systems, handling operational and administrative queries, preparing budget submissions, establishing and/or coordinating training programmes and monitoring and evaluating results.
- Provides clear directions that are translated from organizational strategy. Encourages others to pursue development opportunities and creates genuine learning opportunities for them.
- In close coordination with the Chief, manages and supervises public information and consultants to achieve the outputs and quality assurance of all activities; establishing work plans, required resources, priorities, timelines, and performance benchmarks. Monitors progress and takes timely action and/or decisions to ensure objectives are met.

- Provides support to internal communications.
- Produces reports, newsletters, and other materials of interest to internal audiences.
- Ensures Mission internal communication is up to date and accurate.
- Other related duties that may be assigned.

Competencies

•**PROFESSIONALISM:** Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant internal policies and business activities/issues. Ability to produce a variety of written communications products in a clear, concise style. Ability to deliver oral presentations to various audiences. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

•**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

•**TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

•**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, public administration or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree is required.

Job Specific Qualifications

Work Experience

A minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required

Experience in drafting and editing, in English, content for publication is required.

Languages

English and French are the official working languages of the United Nations. For this position, fluency in English (both oral and written) is required. Knowledge of Arabic is desirable.

Assessment

Special Notice

This is a Temporary Job Opening (TJO), is for an initial period of six (6) month, with possibility of extension subject to satisfactory performance and availability of the position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual

exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH

INFORMATION ON APPLICANTS' BANK ACCOUNTS.